

January 1, 2025

To: Commissioner Ted Terry, District 6

Re: Porch & Square, LLC Scope of Consulting Services, Term of Engagement, and Proposed Monthly Fee

Dear Commissioner Terry,

The following Scope of Project Work includes consulting services I will provide jointly to your District 6 office and the District 2 office from January 1 through December 31, 2025. The scope of work, as detailed below, will focus on the process to envision and start up a new community land trust for DeKalb County. I will report directly to both D6 and D2 offices on this scope of work.

Scope of Project Work includes but is not limited to:

- Manage the process to envision the creation and start-up of a non-profit community land trust for the primary purpose of providing permanent affordable housing in DeKalb County.
- Collaborate with District 6 and District 2 Commission offices to identify and convene a working group of stakeholders who will advise the county on matters related to the visioning and start-up of the proposed DeKalb Land Trust during the visioning and start-up period.
- Advise County staff on procurement process of a technical assistance consultant to advise the County on business planning, resale formula, and other uniquely detailed aspects of community land trust operations. Specific work may include advising on the RFP scope of work, its distribution, and selection of the consultant;
- Collaborate with and advise land trust consultant and County staff on all elements of consultant's engagement with DeKalb County stakeholders on the land trust formation and start-up process;
- Collaborate with D6 and D2 staffs to convene and facilitate land trust advisory group meetings;
- Collaborate with other DeKalb County Commissioners, their staffs, and other DeKalb County stakeholders as needed to ensure the successful formation and start-up of a land trust organization;
- Other Assignments as jointly agreed upon by Commissioners Terry and Spears.

Proposed Fees to manage scope above:

Porch & Square proposes a monthly minimum fee to District 6 of \$500, not to exceed \$1,500 per month (at \$150 per hour). **Total District 6 contract for FY2025 shall not exceed \$18,000.**

Shared Invoicing:

Work within this scope will be compensated equally by District 6 and District 2. Fees proposed here are the same as proposed to District 2 and reflect a 50/50 split of anticipated monthly maximum fee.

Coordination and Reporting

Provide monthly updates for all work; meet as requested with D6 and D2 Commissioners and Staff to report and obtain feedback and direction; report on progress during DeKalb County Commission meetings as requested by D6 and D2 Commissioners.

Start Date: January 1, 2025

End Date: December 31, 2025

Andy Schneggenburger
Porch & Square, LLC